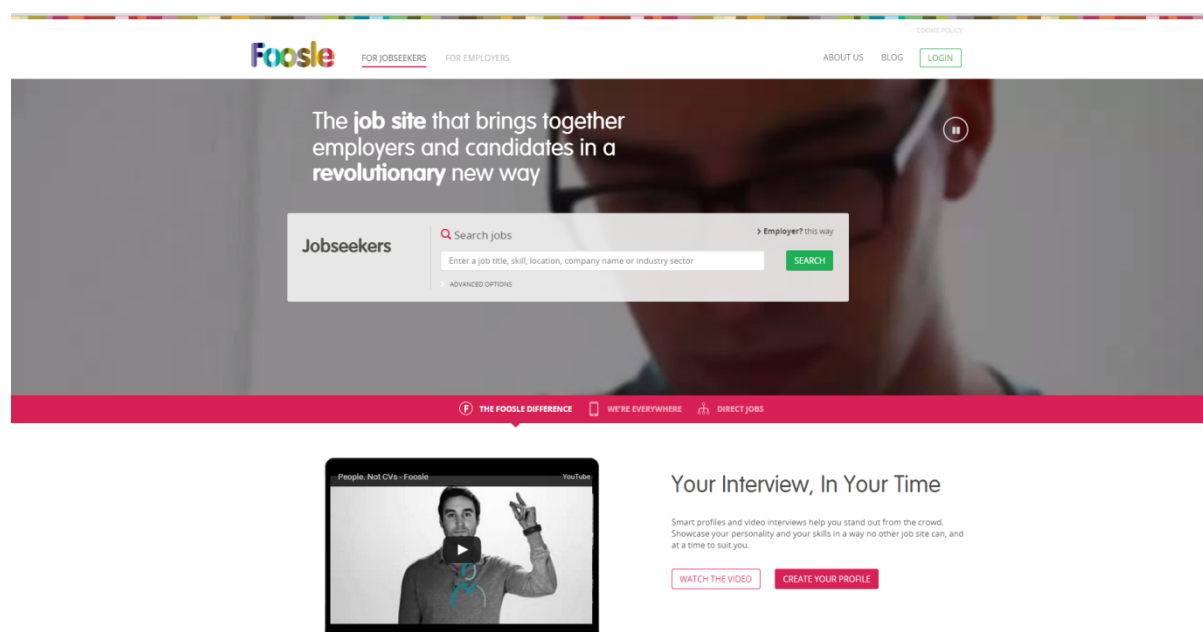# Cavendish Student User Guide

Applying a for job and registering with Foosle.com

The quickest and easiest way to get registered on Foosle.com is by applying for a job. To get started follow the steps below:
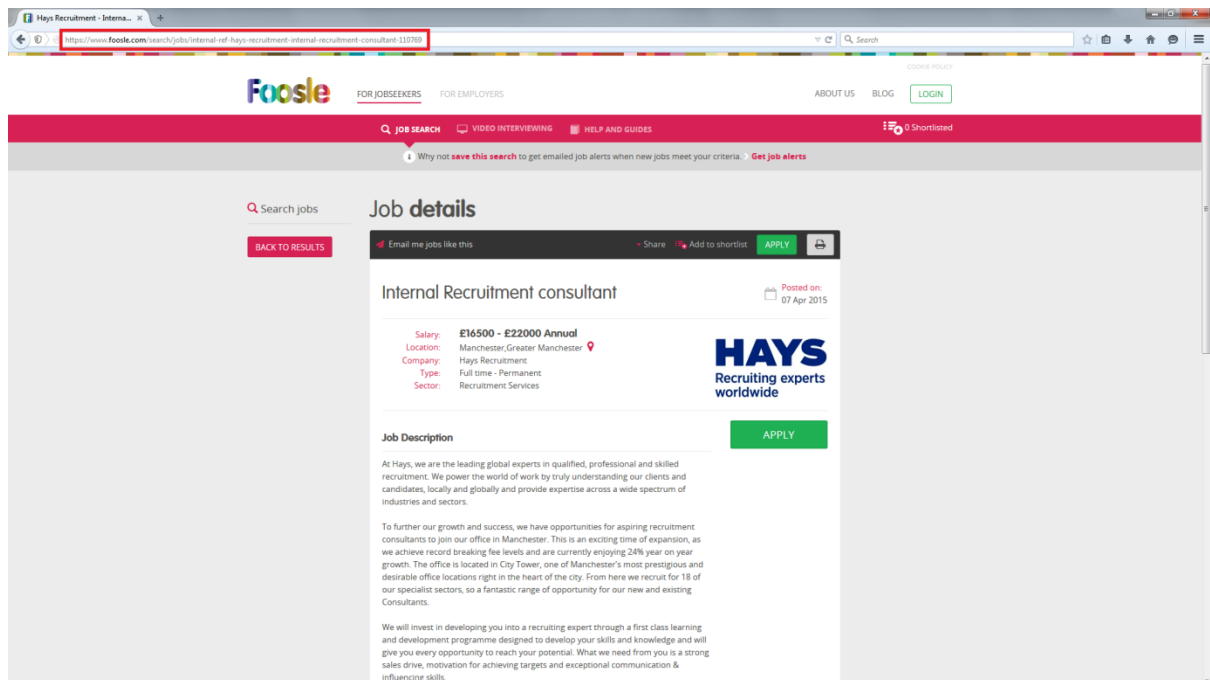
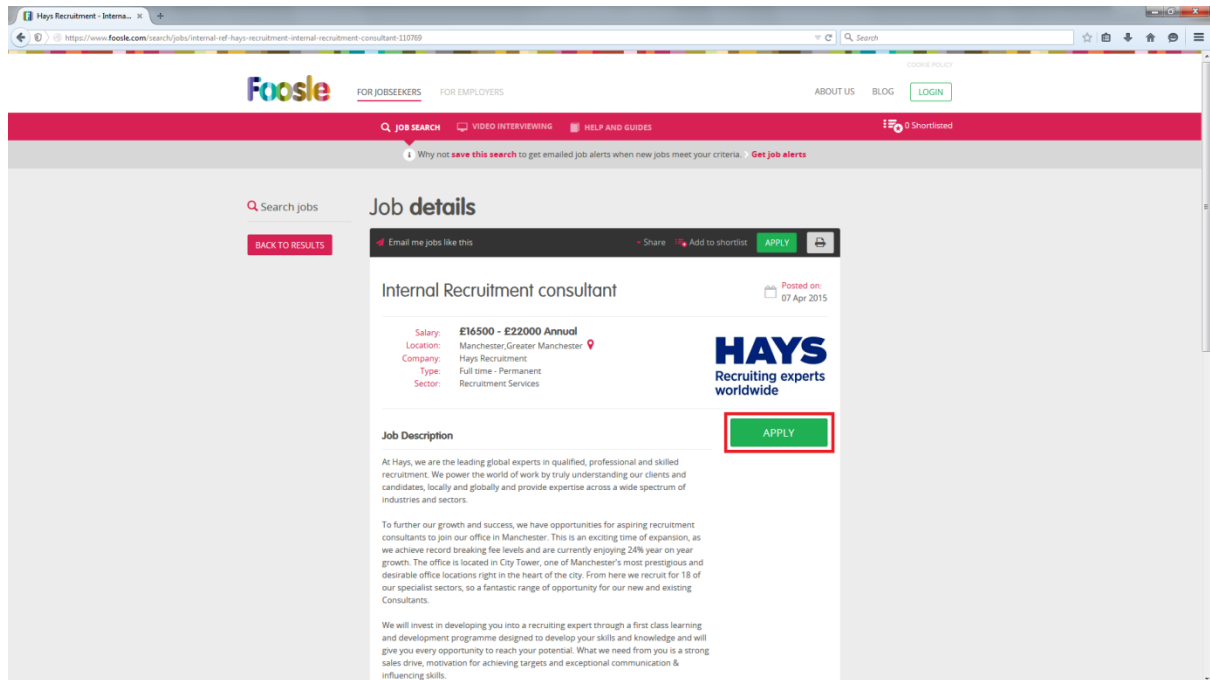1. Got to the job search page: http://www.foosle.com/search/jobseeker/home

2. In the search bar enter the following word, "**Cavendish**".
3. Browse the jobs returned in the search
4. When you see a job you are interested in click on the arrow located on the bottom right of the job area.
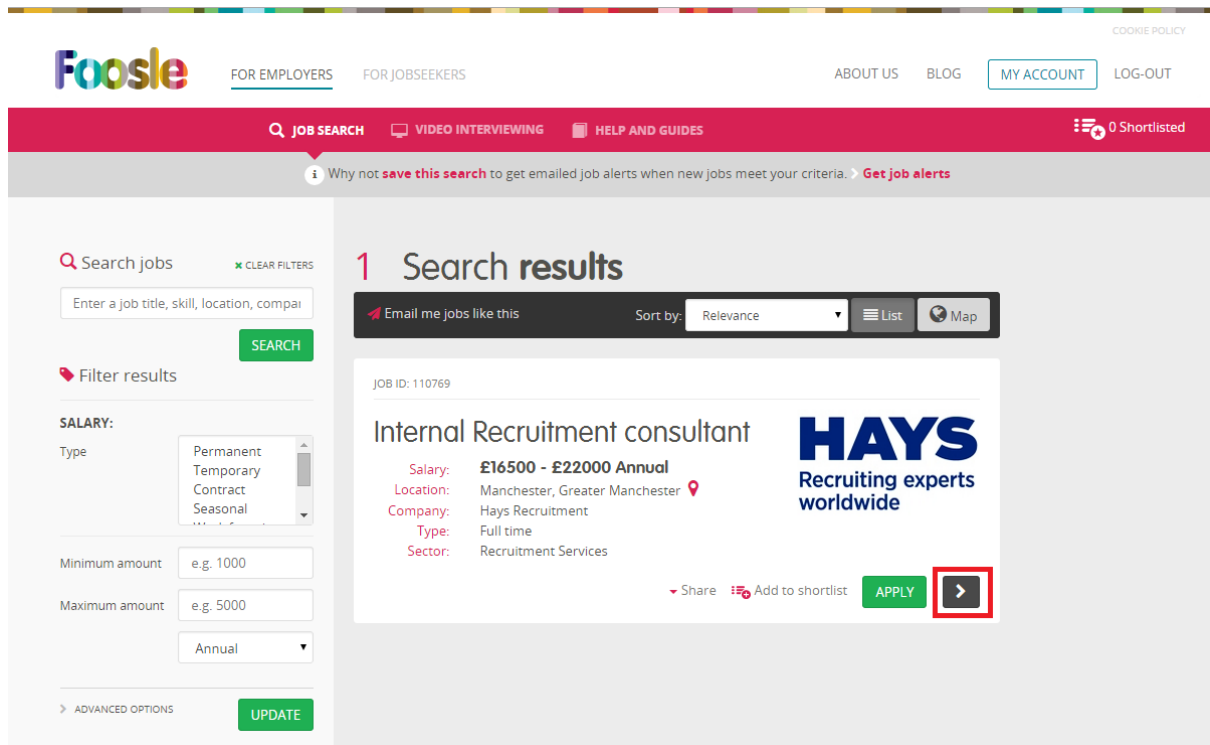
5. This will take you to the job details page for that job

6.   Click on the Apply button

7. Upon clicking the Apply button you will be taken to the job application form page where you're required to upload your CV and provided your account details such as your First Name, Last Name and Email Address. You will also be required to provide a cover letter to accompany the application. When you're ready simply tick the box agreeing to Foosle's terms and conditions then click on the Submit Application button.

Search jobs

HAYS
Recruiting experts
worldwide

Title: Internal Recruitment
             consultant
Company: Hays Recruitment
Location: Manchester, Greater
             Manchester
Salary: £16500 - £22000 Annual

JOB SUMMARY

At Hays, we are the leading global experts in qualified, professional and skilled recruitment. We power the world of work by truly understanding our clients and candidates, locally and globally and pr ...

OPEN DETAILS IN NEW WINDOW

Job Application Form

Applications on Foosle are nice and easy. Just fill out the short form below and you're on your way. Make sure you've got your CV ready to upload.

Your details   * Required Field

FIRST NAME*   LAST NAME*

John   Doe

EMAIL*

candidate@emailaddress.com

Your application

UPLOAD A NEW CV

Candidate CV.txt   SELECT FILE

PDF,doc,docx or txt accepted, upto 2mb

PLEASE WRITE OR PASTE YOUR COVER LETTER HERE

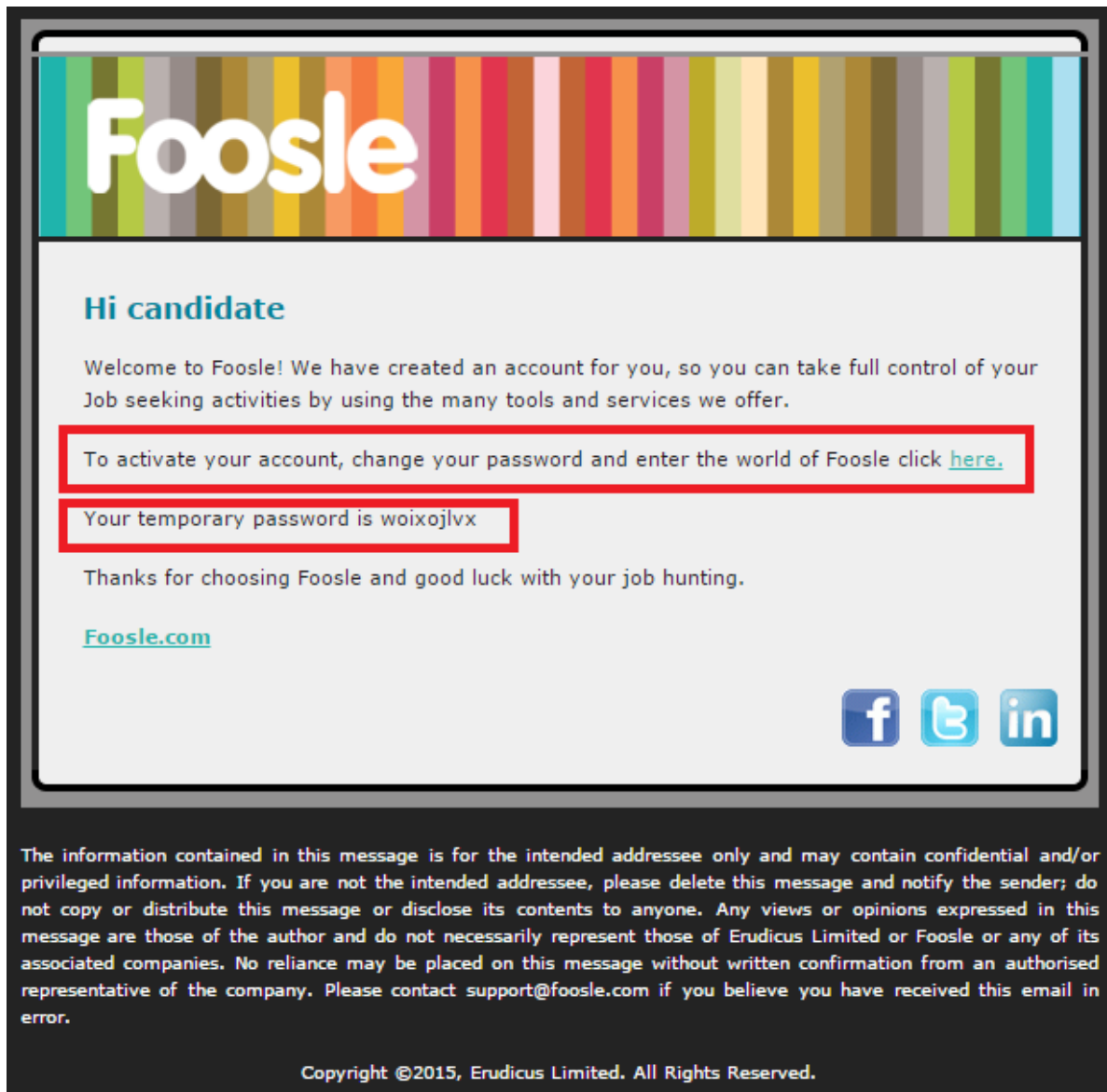Hays Recruitment application via Foosle.

1460 Characters left

☑ By continuing this application, I agree to Erudicus Limited's Terms of Use. To view these click here

SUBMIT APPLICATION

8. The final screen you will see is the confirmation for your job application being submitted successfully.

9. Upon submitting the application you will receive two emails. The first email contains two important items and these are the verification link and your temporary password. You will need to copy the temporary password, click on the verification link and then past the temporary password in the necessary field in order to complete the registration process. The second email is simply a confirmation of the job you have applied for.

Foosle

Hi candidate

Welcome to Foosle! We have created an account for you, so you can take full control of your Job seeking activities by using the many tools and services we offer.

To activate your account, change your password and enter the world of Foosle click here.

Your temporary password is woixojlvx

Thanks for choosing Foosle and good luck with your job hunting.

Foosle.com

Foosle

Hi Candidate Name

We are pleased to advise you that your application has been sent. You have applied for the following job:

Internal Recruitment Consultant

To follow up on the progress of your application, please contact the employer directly.

To browse other potential jobs please click here.

Thanks for choosing Foosle and good luck with your job hunting.

Foosle.com

10. When you click on the verification link you'll be presented with the following page to create your new password.

11. Next you must set a reminder question and answer

12. The registration process is now complete and you will be redirected to your dashboard.

Start typing and tell us what you are looking for...

> SEARCH NOW

You can enter a job title, skill, location, company name or industry sector

> MY ACCOUNT ✕ LOG-OUT

Foosle **Candidates** User Guides Create a Profile Search Employers Foosle Blog

0

📋 My Dashboard 👤 About Me 💬 My Knowledge 👫 My Career ❤ Desired Job 📘 Smart Candidate Profile

Welcome to Foosle candidate

SINCE YOU'VE BEEN AWAY WE'VE HAD...

50

AMAZING JOBS TO APPLY FOR

1

JOBS YOU HAVE APPLIED FOR

0

FOOSLE VIDEO INTERVIEW REQUESTS

About me in a Nutshell ▲

candidate name

Profile Optimisation 11%

▶ Improve your foosle profile!

Email   zackie@foosle.com
Mobile
Landline
Position
Notice   Not Specified

Foosle Video Interview Requests ⬆

Any requests from Employers for you to record a Foosle Video Interview will show below! To launch and begin your interview, ensure you have a working webcam and simply click on the icon to begin the interview.

Before you take your interview we would recommend you use our ❯ **VIDEO PRACTICE AREA** to test your webcam is recording clearly and correctly.

Important! Once you begin you cannot restart or retake the interview! Good luck!

JOB TITLE	COMPANY	TAKE INTERVIEW

Sync my CV ▲

Update your profile quickly and effortlessly using our CV Sync technology!

Nothing could be easier and employers will be able to view your information within minutes.

To start simply follow the steps below;

Step 1.

SELECT FILE

Manage Your Saved Searches ⓘ ⬆

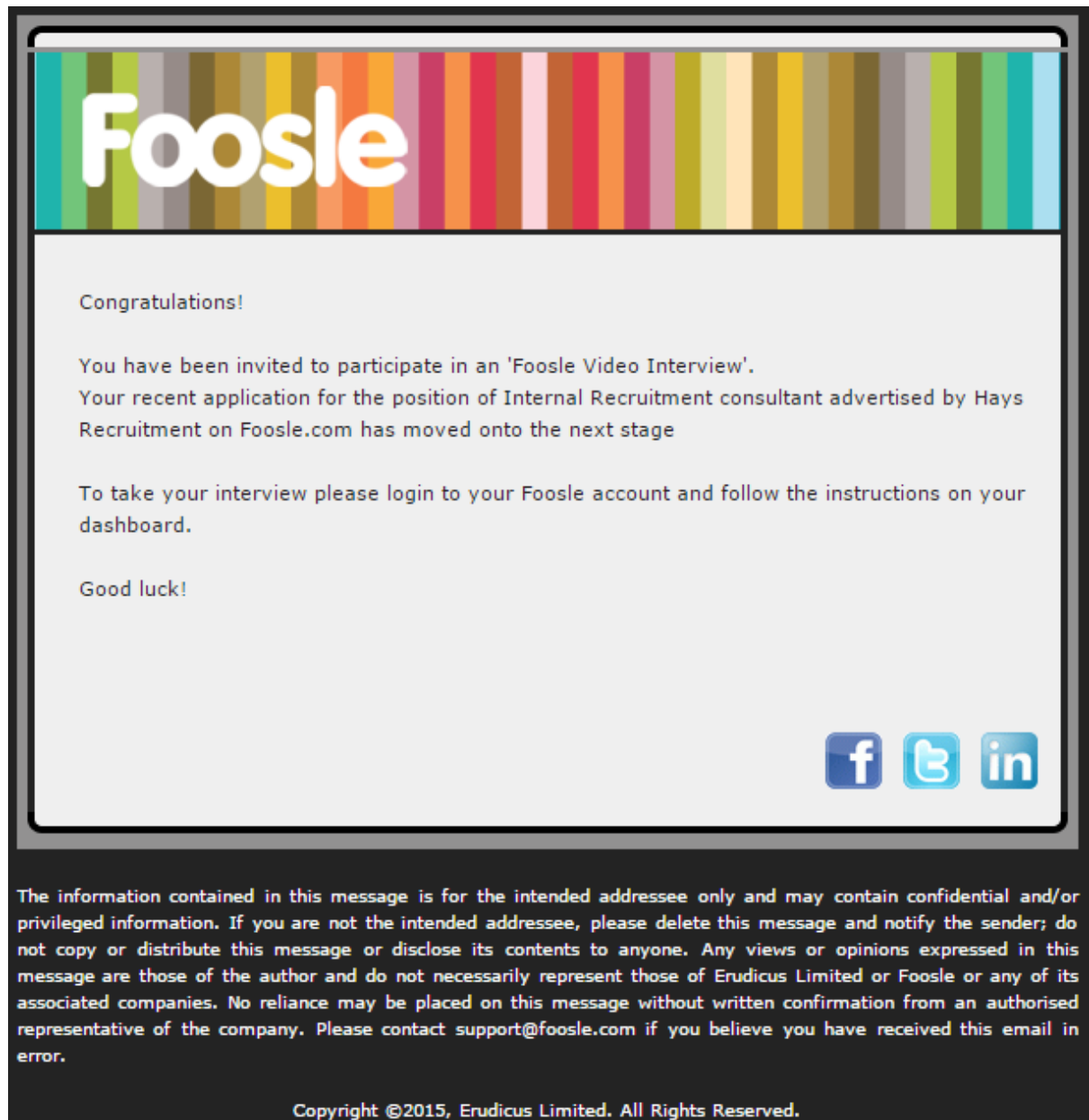| SEARCH NAME	JOB ALERTS	LAST MODIFIED

You can save a maximum of 3 Searches

Receiving a video interview invite and taking the video interview

When you receive a video interview invite you will receive an email notifying you of the invite and what you should do next.

Once you've logged into your Foosle account you will see the video invite in your dashboard. To take the video interview simply click on the R button to start the video the interview. You will have the ability to test your video and audio ensuring everything is working prior to taking the video interview.

We recommend that you take a practice video interview in order to familiarise yourself with the interface. You can do this by using the Video Practice Area link provided.

Profile completeness (OPTIONAL)

In order to get the most out of Foosle we strongly recommend that you advise you complete your Candidate Profile. CV sync is the quickest way of getting your profile populated with relevant and up to date information. You can perform a CV sync by following the below steps.

1. First login into your dashboard
2. On the right hand side you will see the Sync my CV section
3. Now click on the Select File button which will bring up the file upload window.
4. Once you've selected your most up to date CV click on the Sync MY CV button.
5. This will automatically take you to the About Me tab which will be prepopulated with relevant information from your CV.
6. You can also navigate to the other tabs where you'll find your information prepopulated as well.

You can read more about profile completeness via the following link: http://www.foosle.com/search/candidateimproveprofile.